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MEETING
STATE OF CALIFORNIA
INTEGRATED WASTE MANAGEMENT BOARD
BUDGET AND ADMINISTRATION COMMITTEE

JOE SERNA, JR., CALEPA BUILDING
1001 I STREET
2ND FLOOR
SIERRA HEARING ROOM
SACRAMENTO, CALIFORNIA

WEDNESDAY, JANUARY 8, 2003
1:30 P.M.

JAMES F. PETERS, CSR, RPR
CERTIFIED SHORTHAND REPORTER
LICENSE NUMBER 10063

PETERS SHORTHAND REPORTING CORPORATION (916) 362-2345

APPEARANCES

COMMITTEE MEMBERS

Carl Washington, Chairperson

Jose Medina

Linda Moulton-Patterson

Michael Paparian

STAFF

Mark Leary, Executive Director

Julie Nauman, Chief Deputy Director

Kathryn Tobias, General Counsel

Terry Jordan, Deputy Director

Jim Lee, Deputy Director

Rubia Packard, Assistant Director

Elliot Block, Staf Counsel

Jennifer Brousseau

Kathy Frevert

Bob Fujii

Bobbi Garcia

James Herota

Renee Lawver

Claudia Moore

Tod Thalhammer

Susan Villa

Kristin Yee

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COMMITTEE MEMBER MOULTON-PATTERSON: Happy New Year to everyone. Mr. Medina unavoidably had to leave for another meeting. And he asked if I would start off the meeting. And I'd like to wish everyone a real happy new year. It's nice to see you all.

And the first item of business is a selection of the Committee Chair. And I would like to place a nomination, one of our -- I started to say newest members, but maybe I better not say that.

(Laughter.)

COMMITTEE MEMBER MOULTON-PATTERSON: Relatively new -- actually they met at 10:30, 1:30 -- relatively new members. And I'm just so impressed with Carl Washington. And I think he would do a great job the as Chair of the Budget and Admin Committee. It's been a real learning process for me to be on this Committee. And this is a really good learning ground. And certainly Mr. Paparian and I are still learning.

And I would like to put into nomination Carl Washington as Chair of the Budget and Admin Committee.

COMMITTEE MEMBER PAPARIAN: I'll be happy to second that.

COMMITTEE MEMBER MOULTON-PATTERSON: Thank you.

Do call the roll first and then call the

1 vote or --

2 SECRETARY HARRIS: Moulton-Patterson?

3 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

4 SECRETARY HARRIS: Paparian?

5 COMMITTEE MEMBER PAPARIAN: Aye.

6 SECRETARY HARRIS: Washington?

7 CHAIRPERSON WASHINGTON: Aye.

8 COMMITTEE MEMBER MOULTON-PATTERSON: Okay. Mr.
9 Washington.

10 CHAIRPERSON WASHINGTON: Well, I tell you, man,
11 it's almost like over in the Legislature.

12 (Laughter.)

13 CHAIRPERSON WASHINGTON: You become a senior
14 member once you're here two weeks.

15 (Laughter.)

16 CHAIRPERSON WASHINGTON: Pretty exciting.

17 Let me say to Madam Chair, as well as Mr.
18 Paparian, thank you so very much for allowing me to serve
19 as Chair of this Committee. And I look forward to the
20 opportunity working with staff. And I've spent a lot of
21 time with the Deputy Director thus far anyway. T. J. and
22 I have come to know each other pretty well. When you call
23 people at home and she call you and I'm out eating
24 somewhere, you kind to come to know one another.

25 And so I'm excited about the opportunity to serve

1 as Chair of this Committee, and I'm looking forward to
2 being whatever assistance I can as Chair as well as the
3 entire Board has been and making sure that we can do
4 whatever we can to assist the staff in getting the job
5 done. We're looking forward to doing son.

6 Let me say that I've in one hearing with Mr.
7 Medina. He did an excellent job. And I certainly will
8 convey this to him again when I see him in person. I'm
9 very proud of the job that he has done as Chair of this
10 Committee, and look forward to making sure that we
11 continue to move forward and making sure that you have the
12 necessary tools in your arsenal as a staff to do the job
13 that you need to do.

14 And so I'm excited to be here. I look forward to
15 having a good time with you, as well as making sure that
16 we take care of the people of California. So thank you,
17 Madam Chair, for nominating, thank you, Mr. Paparian --

18 COMMITTEE MEMBER MOULTON-PATTERSON: Maybe you
19 can teach Mike and I how to raise the roof.

20 CHAIRPERSON WASHINGTON: Oh, yeah. Yeah, because
21 the Governor hasn't gotten it yet.

22 COMMITTEE MEMBER MOULTON-PATTERSON: -- Speaker
23 Wesson said.

24 CHAIRPERSON WASHINGTON: We've got a lot of
25 people that need to learn how to raise the roof. So we'll

1 be glad to kind of show some of you guys -- be a course on
2 it, on raising the roof. You know, Bruce is a -- my
3 advisor back here, Bruce, can dance too. So if anybody
4 needs some help with some moves, well, Bruce will be glad
5 to help you.

6 (Laughter.)

7 CHAIRPERSON WASHINGTON: All right. Let's get
8 started here.

9 We ask that you turn off all cell phones and
10 pagers, if you will. And we appreciate it.

11 Are there any ex partes?

12 COMMITTEE MEMBER MOULTON-PATTERSON: I just
13 briefly met with Mayor Connie Boardman of Huntington Beach
14 and Flossy Horrigan, who's the founder of the Bolsa Chica
15 Land Trust just on Prop 50 money. Nothing to do with any
16 of our items, but for the ex parte purposes.

17 CHAIRPERSON WASHINGTON: All right.

18 COMMITTEE MEMBER PAPARIAN: And I'm up to date.

19 CHAIRPERSON WASHINGTON: All right. And I'm up
20 to date.

21 Thank you.

22 Okay. At this time we'll turn it over to our
23 Deputy Director.

24 DEPUTY DIRECTOR JORDAN: Yes, good afternoon.
25 And welcome, Mr. Chair and Committee members.

1 Today we've got an agenda that has five contract
2 awards, an oil allocation amendments, and two
3 presentations. They're the overview of the Policy Office,
4 so you'll learn a little bit more about the Policy Office.
5 And an overview of what we call the Contracts Management
6 System, or the CMS, database, which is the new database.

7 In addition, of course it's been in the
8 newspapers, but this Friday we will be seeing the release
9 of the Fiscal Year 2003-4 Governor's budget. And we're
10 all waiting with bated breath to see, you know, how this
11 is going to play out for the next year.

12 We also -- I would like to mention that Admin was
13 directed to bring back in the month of February a
14 reallocation item for the consulting and professional
15 services. And at this time there are no contract savings;
16 and there are only two contracts that haven't been let
17 yet, but they're in the process.

18 So at this time we don't see -- as far as timing
19 for the February meeting, we're not seeing the potential
20 for reallocation. But we'll keep in eye on it.

21 And with that, I'd like to go to the first item.
22 And I'd like to turn this over to -- and which is Item
23 D -- I'd like to turn this over to the new deputy, Jim
24 Lee, Special Waste.

25 DEPUTY DIRECTOR LEE: Good afternoon, Chairman

1 Washington and members of the Committee. I'm Jim Lee with
2 the Special Waste Division.

3 I'll provide a brief introduction for each of the
4 five items that my division has to present to you today,
5 and then ask staff again to give you a very brief update,
6 you know, for your consideration.

7 The first item we have, Item D, consideration of
8 the contractor for remediation services at the Tracy Tire
9 Fire Site. This is Tire Recycling Management Fund, Fiscal
10 Year 2002-3 through Fiscal Year 2005-6. This item was
11 recommended for consent at the Special Waste Committee
12 Meeting yesterday.

13 With that I'll turn the phone over to Todd
14 Thalhammer, who will make a brief presentation on this
15 item.

16 MR. THALHAMMER: Good afternoon, Chairman,
17 members of the Committee. My names Todd Thalhammer, for
18 the record.

19 This item proposes that the CIWMB adopt and
20 approve SUKUT Construction as the selected contractor for
21 the Tracy Tire Fire Site.

22 To give you a real brief overview of the process,
23 we had ten SOQ's submitted November 7th. We comprised a
24 selection panel of two waste tire employees, one solid
25 waste cleanup employee, and one person from the Department

1 of Toxic Substances Control to make up the selection
2 panel.

3 Selection panel then selected four consultants
4 or -- excuse me -- contractors for the process. During
5 that process, we had interviews, and SUKUT construction
6 was selected.

7 To give you an idea of the scope of the work for
8 this contract, it's primarily the removal of approximately
9 50,000 cubic yards of hazardous waste material, an
10 additional 30 to 40,000 cubic yards of contaminated soils,
11 anywhere from between 5,000 to 20,000 cubic yards of
12 pyrolytic oil. It's undetermined at this particular time.

13 The selection process was pursuant to the RFQ
14 process adopted by the Board. And staff is recommending
15 the Committee approve Option 1 and adopt Resolution
16 2003-8.

17 I'm here if you have any questions.

18 CHAIRPERSON WASHINGTON: Any questions from the
19 Committee?

20 COMMITTEE MEMBER PAPARIAN: Mr. Chairman.

21 CHAIRPERSON WASHINGTON: Mr. Paparian.

22 COMMITTEE MEMBER PAPARIAN: I'll move adoption of
23 Resolution 2003-8, with the addition of SUKUT Construction
24 in the "resolved" clause as the contractor.

25 COMMITTEE MEMBER MOULTON-PATTERSON: I'll second.

1 CHAIRPERSON WASHINGTON: We have a motion by Mr.
2 Paparian, Resolution 2003-8, seconded by Chairperson
3 Patterson.

4 Secretary, call the roll.

5 SECRETARY HARRIS: Moulton-Patterson?

6 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

7 SECRETARY HARRIS: Paparian?

8 COMMITTEE MEMBER PAPARIAN: Aye.

9 SECRETARY HARRIS: Washington?

10 CHAIRPERSON WASHINGTON: Aye.

11 Thank you.

12 Next one.

13 DEPUTY DIRECTOR LEE: Item E is consideration of
14 the contractor for the oversight of civil engineering
15 applications using waste tires/incentive contract, Tire
16 Recycling Management Fund, Fiscal Year 2002-3.

17 This item was heard by the Special Waste
18 Committee yesterday and was recommended for the consent
19 calendar.

20 Bob Fujii will make a brief presentation.

21 MR. FUJII: Bob Fujii, Special Waste Division.

22 As Mr. Lee had mentioned, this contract is for
23 award of a contract to promote -- to do oversight of civil
24 engineering applications using waste tires. We're hoping
25 that under this contract we would continue to supply this

1 construction oversight and engineering support and, if
2 necessary, materials to continue to promote civil
3 engineering uses here in this state using waste tires.
4 Feel this contract is vital for the implementation and
5 continued success of this program.

6 During this contracting process we received two
7 applications, one from Tetratex and one from Brian A
8 Stirrat and Associates. the statement of qualifications
9 were scored, interviews were conducted of both companies,
10 and the panel selected Brian A. Stirrat as a contractor.
11 So at this point we would be recommending to the Board
12 that they award that contract to Brian A. Stirrat and
13 approve Resolution 2003-9.

14 Concludes my presentation. Any questions?

15 CHAIRPERSON WASHINGTON: Questions?

16 COMMITTEE MEMBER MOULTON-PATTERSON: I move it.

17 CHAIRPERSON WASHINGTON: Chairperson Patterson.

18 COMMITTEE MEMBER MOULTON-PATTERSON: Mr.

19 Chairman, I'd like to move Resolution 2003-09,
20 consideration of contractor for the oversight of civil
21 engineering applications using waste tires/incentive
22 contract, Tire Recycling Management Fund, Fiscal Year
23 2002-2003.

24 CHAIRPERSON WASHINGTON: I have a motion.

25 COMMITTEE MEMBER PAPARIAN: Second.

1 CHAIRPERSON WASHINGTON: Second.

2 We have a motion by Chairperson Patterson, of
3 Resolution 2003-09, a second by Mr. Paparian.

4 Secretary, call the roll.

5 SECRETARY LINDRUD: Moulton-Patterson?

6 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

7 SECRETARY LINDRUD: Paparian?

8 COMMITTEE MEMBER PAPARIAN: Aye.

9 SECRETARY LINDRUD: Washington?

10 CHAIRPERSON WASHINGTON: Aye.

11 Thank you.

12 DEPUTY DIRECTOR LEE: Item F is consideration of
13 contractor for re-refined oil outreach, Fiscal Year
14 2002-3, Used Oil Fund Contract Concept Number 0-34. This
15 item is recommended for consent by the Special Waste
16 Committee.

17 James Herota will make a presentation.

18 MR. HEROTA: Good afternoon, Chairperson
19 Washington and Committee members. I'm James Herota. I'm
20 with the Used Oil Household Hazardous Waste Branch.

21 I'm here to present Agenda Item 44, consideration
22 of contractor for re-refined oil outreach.

23 At the October 15th-16th, 2002, Board meeting the
24 Board approved the contract concept to provide outreach to
25 promote the use of re-refined oil to professional oil

1 installers or fast lubes. This agenda item would provide
2 up to \$150,000 for the contractor, California State
3 University Dominguez Hills, to complete the Agenda Item 43
4 scope of work for re-refined oil outreach.

5 The contractor would develop and test marketing
6 strategies, determine how best to promote the sales of
7 re-refined oil in fast lube businesses. Dr. Carol Dorn,
8 Professor of Marketing, would be conducting the project.

9 Funding would be allocated for the used Oil
10 Recycling Fund at the January 7th, 2003, Special Waste
11 Committee.

12 Both Agenda Item 43, consideration of the scope
13 of work for re-refined oil outreach, and Agenda Item 44,
14 consideration of contractor for re-refined oil outreach
15 was placed on consent.

16 Staff recommends approving CSU Dominguez Hills as
17 a contractor for the re-refined oil contract for an amount
18 up to \$150,000 by adopting revised Resolution 2003-4.

19 Do you have any questions?

20 CHAIRPERSON WASHINGTON: Madam Chair.

21 COMMITTEE MEMBER MOULTON-PATTERSON: I have no
22 questions. But I'd like to move Resolution 2003-4, for
23 the contractor for re-refined oil outreach, Fiscal Year
24 2002-2003, Used Oil Contract Concept Number 0-34. And
25 that would be -- the contractor would be Cal State

1 University at Dominguez Hills.

2 COMMITTEE MEMBER PAPARIAN: Second.

3 CHAIRPERSON WASHINGTON: All right. We have a
4 motion by Chairperson Patterson of Resolution 2003-4,
5 seconded by Mr. Paparian.

6 Secretary, call the roll.

7 SECRETARY LINDRUD: Moulton-Patterson?

8 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

9 SECRETARY LINDRUD: Paparian?

10 COMMITTEE MEMBER PAPARIAN: Aye.

11 SECRETARY LINDRUD: Washington?

12 CHAIRPERSON WASHINGTON: Aye.

13 DEPUTY DIRECTOR LEE: Items G and H we would like
14 the Committee to consider in tandem and perhaps in a
15 little bit of some of a reverse order.

16 Item H was consideration of the allocation to
17 supplement the 2004 Used Oil Recycling Conference Contract
18 Concept to add household hazardous waste to the
19 conference. And consideration of the scope of work for
20 the 2004 Used Oil Recycling and Household Hazardous Waste
21 Conference.

22 Item G was consideration of the contractor for
23 this particular conference.

24 Both items were approved on consent by the
25 Special Waste Committee. However, there were issues that

1 were raise by both Committee Member Paparian and Committee
2 Member Jones with regards to providing any more detail
3 with regards to the potential cost savings that staff
4 foresees if the conferences are indeed combined.

5 I believe we have or will distribute some
6 information that kind of shows our cost breakdown. And
7 Ms. Kristin Yee will speak to that during her
8 presentation.

9 MS. YEE: Good afternoon, Chairperson Washington
10 and Committee Members. I'm Kristen Yee, as Jim said, of
11 the Used Oil Analysis Unit. I'm here to present two
12 agenda items.

13 Agenda Item Number 45 is requesting the Board to
14 the consideration of a supplement to allocation in the
15 amount of 45,000 a 2004 Used Oil Recycling and Household
16 Hazardous Waste Conference.

17 Agenda Item 46 requests the Board to approve that
18 Cal State University Sacramento be the contractor for the
19 2004 Used Oil Recycling and Household Hazardous Waste
20 Conference.

21 At the October 15th-16th Board meeting the Board
22 did approve the Used Oil Recycling Fund allocation item,
23 and the Board allocated \$65,000 for the annual used oil
24 forum. The Special Waste Division now is proposing to use
25 \$45,000 as a supplemental allocation for the 2004 Used Oil

1 Recycling and Household Hazardous Waste Conference,
2 totaling \$110,000.

3 Yesterday, January 7th, 2003, the Special Waste
4 Committee did approve both agenda items 45 and 46, which
5 puts them both on consent for the Board meeting. However,
6 as Mr. Lee said, there was a request from the Committee to
7 identify the total estimated cost savings if we were to
8 combine the two conferences.

9 I have before you, it was passed out, that our
10 estimation is kind of based on past conferences. And it
11 shows that a gross estimate cost savings is \$202,050, with
12 45,000 being proposed as additional allocation, with a net
13 savings of \$157,050.

14 And if you can look on your grid chart, the bulk
15 of the savings really is in the staff time attending the
16 conference and putting the conference together. You'll
17 see that the staff attending the conference -- there's 23
18 Board members that usually attends both conferences.
19 That's a savings of \$47,840. In terms of staff time
20 putting the conference together, it's over a thousand
21 hours. And that's a cost savings of \$82,000.

22 So given the budget situation, we thought that
23 the combined conference would result in cost savings and
24 efficiencies for the Board and attendees. Further, it's
25 anticipated that the combined conference would achieve the

1 goals and benefits that results from the separate
2 conference, but in a more efficient and effective forum.

3 And the contract managers from the Board, NDTSC,
4 will continue to work together with the contractor.

5 So staff is requesting that the Budget
6 Committee -- we recommend approval of Agenda Number 45,
7 which is the supplement to allocation and scope of work
8 for combined 2004 Used Oil Recycling/HHW Conference and
9 adopt Resolution Number 2003-07.

10 Also staff recommends approval of agenda number
11 46, which is Item H I believe, to approve the proposed
12 contractor, which is Cal State University Sacramento, for
13 the Used Oil Recycling/H H W Conference and adopt revised
14 Resolution Number 2003-06.

15 CHAIRPERSON WASHINGTON: Thank you.

16 Any questions?

17 Mr. Paparian, did that resolve your concerns?

18 COMMITTEE MEMBER PAPARIAN: Yeah, I appreciate
19 you putting this together. And it helps make the picture
20 a whole lot clearer.

21 So thank you for doing that.

22 CHAIRPERSON WASHINGTON: Madam Chair, do you have
23 a motion?

24 COMMITTEE MEMBER MOULTON-PATTERSON: Yes, I'll go
25 ahead and move Resolution 2003-07, consideration of

1 allocation to supplement the 2004 Used Oil Recycling
2 Conference Contract Concept to add household hazardous
3 waste to the conference in consideration of scope of work
4 for the 2004 Used Oil Recycling and Household Hazardous
5 Waste Conference Contract.

6 And with my motion I'd just like to say it sounds
7 like a great idea, and I'm happy to see the creativity in
8 saving money.

9 CHAIRPERSON WASHINGTON: Thank you.

10 COMMITTEE MEMBER PAPARIAN: Second.

11 CHAIRPERSON WASHINGTON: A Motion by Chairperson
12 Patterson, a second by Mr. Paparian of Resolution 2003-07.

13 Secretary, call the roll.

14 SECRETARY LINDRUD: Moulton-Patterson?

15 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

16 SECRETARY LINDRUD: Paparian?

17 COMMITTEE MEMBER PAPARIAN: Aye.

18 SECRETARY LINDRUD: Washington?

19 CHAIRPERSON WASHINGTON: Aye.

20 All right. And a motion on Item 46.

21 COMMITTEE MEMBER MOULTON-PATTERSON: Okay. I'd
22 like to move Resolution 2003-06, consideration of
23 contractor of the 2004 Used Oil Recycling and Household
24 Hazardous Waste Conference contract.

25 And did you say that Cal State Sacramento?

1 MS. YEE: Yes.

2 COMMITTEE MEMBER MOULTON-PATTERSON: And that
3 would be Cal State Sacramento.

4 COMMITTEE MEMBER PAPARIAN: Second.

5 CHAIRPERSON WASHINGTON: And we have a motion by
6 Chairperson Patterson, Resolution 2003-06, second by Mr.
7 Paparian.

8 We'll substitute the roll call.

9 Next item.

10 DEPUTY DIRECTOR JORDAN: Item I was deleted.

11 Item J will be presented by Kathy Frevert.

12 MS. FREVERT: Good afternoon, Chair Washington
13 and Committee members. I'm Kathy Frevert from the Waste
14 Prevention / Market Development Division.

15 This item is for consideration of the contractor
16 for the Sustainable Building Technical Assistance Service
17 Contract.

18 At the August 2002 Board meeting the Board
19 approved the scope of work and allocation of 200,000 for
20 Fiscal Year 2002-03, to be divided equally between the
21 Tire Recycling Management Fund and the Integrated Waste
22 Management Account. Staff then utilized a competitive
23 request for qualifications bidding process, and Berkebile
24 Nelson Immenschuh McDowell, BNIM for short, had the
25 highest score.

1 Yesterday at the Special Waste and Market
2 Development Committee, they voted unanimously to adopt
3 Option 1, and the item was placed on fiscal consensus.

4 Staff recommends adoption of Option 1, for the
5 Committee to approve BNIM as the contractor for the
6 Sustainable Building Technical Service Contract and adopt
7 Resolution 2003-31.

8 Are there any questions?

9 CHAIRPERSON WASHINGTON: Are there any questions?

10 COMMITTEE MEMBER PAPARIAN: I'll move adoption of
11 Resolution 2003-31, consideration of a contractor for the
12 Sustainable Building Technical Assistance Contract, FY
13 2002-2003 Contract Concept 25.

14 CHAIRPERSON WASHINGTON: Thank you.

15 We have a motion by --

16 COMMITTEE MEMBER MOULTON-PATTERSON: And I'll
17 second.

18 CHAIRPERSON WASHINGTON: We have a motion by Mr.
19 Paparian on Resolution 2003-31, second by Chairperson
20 Patterson.

21 Secretary, call the roll.

22 SECRETARY LINDRUD: Moulton-Patterson?

23 COMMITTEE MEMBER MOULTON-PATTERSON: Aye.

24 SECRETARY LINDRUD: Paparian?

25 COMMITTEE MEMBER PAPARIAN: Aye.

1 SECRETARY LINDRUD: Washington?

2 CHAIRPERSON WASHINGTON: Aye.

3 DEPUTY DIRECTOR JORDAN: Item K has also been
4 deleted.

5 And Item L will be -- is a presentation by the
6 Policy and Analysis Office.

7 And I'll turn this over to Rubia Packard.

8 (Thereupon an overhead presentation was
9 Presented as follows.)

10 ASSISTANT DIRECTOR PACKARD: Good afternoon,
11 Chair Washington and Board members. I'm Rubia Packard
12 with the Policy Office.

13 And we're here today to provide a brief
14 presentation on the role of our office and the reporting
15 relationship in staffing as well as a historical overview,
16 and talk about our current major projects as requested by
17 the Committee previously.

18 --o0o--

19 ASSISTANT DIRECTOR PACKARD: The Policy Office --
20 primarily the reason that we exist is to provide a
21 Board-wide perspective to the analysis and evaluation of
22 policy issues that are cross divisional and departmental
23 or agency lines. And this is really one of our primary
24 functions. A lot of the projects that we get do have that
25 cross divisional aspect to it, and the office was

1 established to provide that.

2 Additionally, we provide policy analysis on
3 specific programs under the direction of the executive
4 office, many times also under the direction of specific
5 Board members.

6 We also coordinate the development of and updates
7 on the Board's strategic plan.

8 And we also serve as the contact point for
9 external, regulatory or policy efforts in a variety of
10 efforts. Things like universal waste, the regulatory
11 structure update through DTSC several years ago. Those
12 kinds of external efforts.

13 --o0o--

14 ASSISTANT DIRECTOR PACKARD: In terms of
15 reporting relationship in staffing, the assistant
16 director, myself, reports to the executive office, the
17 executive director. And the current allocation of staff
18 is, again, myself, a CEA 1; two senior IWMS, who are
19 specialists, and that is Bobbie Garcia and Renee Lawver to
20 my right; and two IWMS positions, one that is vacant and
21 the other that is occupied by Claudia Moore, who's at the
22 end there; and then we also have a secretary position
23 that's vacant at this time.

24 CHAIRPERSON WASHINGTON: Rubia, when will these
25 positions be filled? Or because of the freeze, you can't

1 fill them?

2 ASSISTANT DIRECTOR PACKARD: The one IWMS
3 position is being used for one of the temporary -- or,
4 excuse me -- what are they called? -- limited term --

5 CHAIRPERSON WASHINGTON: On-loan type of thing?

6 ASSISTANT DIRECTOR PACKARD: It's on loan, yes.

7 And then the secretary position is of course
8 frozen right now. And we haven't determined how or when
9 we're going to fill that one.

10 Okay?

11 CHAIRPERSON WASHINGTON: Okay.

12 ASSISTANT DIRECTOR PACKARD: As I said, in terms
13 of historical overview, the office was created quite a few
14 years ago actually, to provide a more independent group
15 from the divisions, to assist the executive office with
16 analyses, new concepts, approaches, new programs,
17 legislation, cross divisional issues. A lot of times
18 controversial projects in the past have come to the Policy
19 Office.

20 And then we also serve as additional staff
21 support in some cases where -- for example, the recent
22 work that we did with the Admin and Finance Division on
23 the permit and license requirement for grants. The Policy
24 Office assisted Admin because they were short staffed at
25 that time. They had a lot of vacancies.

1 So we also serve as just some extra staff support
2 on certain types of projects.

3 --o0o--

4 ASSISTANT DIRECTOR PACKARD: The types of
5 projects that we have are varied. They include areas like
6 policy development, regulations development, contract
7 management, and then cross agency and cross divisional
8 coordination and reporting, some training, and the a
9 category I'll call "other." And you'll see when we get to
10 that one why that's kind of by itself.

11 --o0o--

12 ASSISTANT DIRECTOR PACKARD: In terms of policy
13 development, these are just some examples of the kinds of
14 projects that we've had: Of course the strategic plan, as
15 you know; the 21st Century Policy Project; we've worked on
16 the out-of-state waste export issue, and specifically on a
17 fee proposal to capture a fee on that waste.

18 When I first got here in 1996, the office was
19 working on tire white paper, that ultimately ended up
20 being just background for all of the further efforts. A
21 very lengthy and a very good paper that was done there.

22 Tiered permitting methodology, which many people
23 who are new don't realize the Policy Office actually
24 worked on that and did some of the regulations for the
25 initial packages.

1 And then Environmental Justice as well. And that
2 is a current ongoing activity.

3 --o0o--

4 ASSISTANT DIRECTOR PACKARD: In terms of
5 regulations development, again Bobbie Garcia worked on
6 the -- or actually drafted, with the Permitting
7 Enforcement Division, the tiered permitting regulations
8 and the contaminated soil regulations a few years ago.

9 --o0o--

10 ASSISTANT DIRECTOR PACKARD: In terms of contract
11 management, we just completed the universal waste study a
12 couple of months ago. And you've all received copies of
13 that.

14 The landfill study is an ongoing one that's
15 pretty large, and we hope to be bringing some of the
16 results of that to you here pretty soon in the next
17 several months.

18 We're currently assisting or acting as contract
19 manager for the Environmental Justice study. That is
20 being done out of UC Santa Cruz by Mr. Pastor and his
21 group.

22 And then the landfill operator certification
23 training was with us for a while, is no longer in our
24 office, it's now under the Office of Organizational
25 Effectiveness. But we did work on that several years.

1 --o0o--

2 ASSISTANT DIRECTOR PACKARD: In terms of cross
3 agency and cross divisional coordination and reporting,
4 some of these are fairly old, but they were pretty
5 significant at the time. The Department of Finance study,
6 that was requested by Cal EPA to take a look at all the
7 boards, departments and offices within Cal EPA to see
8 where there duplication overlap where we could be
9 outsourcing things.

10 California Competes was the same kind of study,
11 only it was statewide and commissioned by the Governor.

12 Rail Haul study was a report that we did several
13 years in a row just to provide information about where
14 there was rail haul opportunities in California.

15 The annual report was in our office for several
16 years.

17 Regulatory structure update was the big project
18 by the Department of Toxic Substances Control a couple of
19 years ago. It required a lot of time and effort. And not
20 a lot came out of that, as I recall.

21 The report on overlap and duplication between the
22 Board and Department of Conservation, which was a little
23 bit controversial.

24 And then we're currently also working on the
25 non-point source program plan with the water boards and

1 the big group that assists there -- the cross agency group
2 that assists there.

3 --o0o--

4 ASSISTANT DIRECTOR PACKARD: Additionally,
5 out-of-state waste export reports several years in a row.
6 We coordinated the Board's input, along with a lot of
7 work, the major work that was done by P&E, on the
8 environmental protection indicators epic for California.

9 Our office also -- Renee Lawver specifically --
10 worked on the environmental management system pilot
11 projects through the Cal EPA effort.

12 Renee is also the staff support for the Cal EPA
13 Environmental Management System that Mr. Paparian chairs
14 then the Committee that is running that.

15 And then there's a Major Achievements and
16 Priorities Report that's required by Cal EPA every six
17 months. So that's just another report that we coordinate
18 input and provide information to Cal EPA on.

19 --o0o--

20 ASSISTANT DIRECTOR PACKARD: In terms of
21 training, we've had our little bit of share of training,
22 some customer satisfaction training. Currently ongoing
23 Environmental Justice training, our piece of it, as part
24 of the Cal EPA training. Some conflict resolution
25 training that several staff were trained to do several

1 years ago and provided training to other staff of the
2 Board. And then some facilitator training prior to a
3 couple of conferences that we had that were provided to
4 the facilitators for that conference.

5 --o0o--

6 ASSISTANT DIRECTOR PACKARD: Then this is the
7 other category. Some time ago staff from the Policy
8 Office also worked on a couple of tools for local
9 jurisdictions to assist them in determining the best
10 programs and how those programs might -- or what they
11 might cost for their recycling programs and diversion
12 programs. And that was the curbside collection costs
13 model and the facility cost model. And those were done
14 out of the Policy Office.

15 --o0o--

16 ASSISTANT DIRECTOR PACKARD: In terms of -- we
17 just wanted to give you an idea of the four major projects
18 that we're currently working on:

19 The landfill study, which Bobbie will talk about
20 a little bit.

21 The Cal EPA Environmental Management System
22 Project, which Renee will talk about a little bit.

23 Universal waste, which Claudia will talk about a
24 little bit.

25 And then I'll finish up with what we're currently

1 doing on the strategic plan implementation.

2 So at this time I'd like to introduce Bobbie
3 Garcia, who is one of the senior integrated waste
4 management specialists in our office.

5 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

6 GARCIA: Hi. Thank you.

7 I was just going to give you a very, very brief
8 kind of introductory statement about the landfill study
9 that the Waste Board's been involved with.

10 This is a major study that was initiated by the
11 Board. It's a unique cross-media study. It goes across
12 air and water and other Waste Board concerns. At the same
13 time it's looking at municipal solid waste landfills. And
14 basically the data is pulled from other regulators, the
15 regional water boards, air districts, enforcement
16 agencies, as well as landfill owners and operators.

17 And this data primarily focuses in the area of
18 environmental performance, with the idea of assessing how
19 a landfill's performing for period of 1998 through the
20 year 2001.

21 The second part of the study is looking at
22 regulatory effectiveness currently to see is it really
23 effective in protecting the environment for not only the
24 short term but also for the long term.

25 --o0o--

1 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

2 GARCIA: The study is assigned to our office primarily
3 because of the cross agency, cross divisional coordination
4 that we have with local and state regulators as well as
5 landfill owners and operators.

6 --o0o--

7 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

8 GARCIA: PAO. We serve as the contract manager,
9 performing -- and primarily we provide the following:

10 We work closely with the contractor to ensure
11 that all the goals and objectives of the scope of work are
12 being met.

13 We coordinate with the landfill study team, which
14 is a team that was created just for this landfill study.
15 It consists of people from the Water Board, the Air Board,
16 as well as our own Permitting and Enforcement Division.
17 And we meet -- I coordinate with them to ensure that all
18 the work performed meets the quality, the quantity, and
19 the manner that is specified in the contract. Because
20 there's very technical, and that technical information is
21 beyond my knowledge or -- beyond any one BDO having that
22 knowledge. So we bring them together to work as a team.

23 And, lastly, I coordinate with the local state
24 regulators and the landfill owners and operators in the
25 review of the draft reports and data bases. And this is

1 really important to the study to ensure that the
2 information that is being presented is accurate. And so
3 that's a critical part of the study, is this outreach
4 effort that we've undertaken.

5 --o0o--

6 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

7 GARCIA: The study is going to produce and is producing
8 the following deliverables:

9 A check list of pertinent environmental
10 regulatory requirements. These would be at the local,
11 federal, and state levels, and it's going to be the
12 cross-media look at the regulation for MSW landfills.

13 The second one is a comprehensive inventory of
14 224, approximately, MSW landfills in the state and then
15 the statistical analysis of that data to assess the
16 landfill environmental performance to see how they are
17 doing within the state for the time period of 1990 to
18 2001.

19 And then there's an assessment of state
20 regulatory effectiveness. And this includes taking 50
21 landfills out of the 224, doing an even more in-depth look
22 at these landfills to determine if the regulations that we
23 currently have across media, so that's Water Board, Air
24 District as well as Waste Board regulations, are effective
25 in protecting the environment.

1 And then, lastly, is an evaluation of other
2 states' and countries' regulations, and then
3 identification of emerging technologies that could
4 possibly improve California's landfill performance if they
5 are applied in California.

6 And so that's where we are at this point.

7 And I'll turn it over to Renee.

8 --o0o--

9 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

10 LAWVER: Thanks, Bobbie.

11 Good afternoon.

12 I'm working with the Cal EPA initiative on
13 environmental management systems for Agency and LBDO
14 operations here at headquarters and also at field offices.
15 Based on the successes of the public and private sector
16 organizations that we studied in the pilot study, Winston
17 Hickox, Agency Secretary, commissioned this initiative to
18 accomplish three things: Lead the effort to green
19 California State Government; to serve as a model in that
20 effort for other state agencies in their efforts to reduce
21 their ecological footprints; and also to focus -- to bring
22 top management focus to the operations of the buildings in
23 our business processes as well as employee and stakeholder
24 practices.

25 --o0o--

1 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

2 LAWVER: The policy that was adopted by the Agency
3 Secretary, the BDO executive management, comprises several
4 things. These are the four highlights:

5 We are setting ourselves to comply with and start
6 to surplus all applicable environmental health and safety
7 laws and regulations.

8 We're seeking the commitment of all employees to
9 environmental stewardship through communication, through
10 training, and also support for employees initiative.

11 We promote pollution prevention and
12 environmentally preferred products and sustainable
13 business practices with out building management, with our
14 contractors, as well as with our suppliers.

15 And we're communicating to employees of Cal EPA
16 and other stakeholders on our performance, our successes,
17 and our obstacles to further progress.

18 --o0o--

19 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

20 LAWVER: Basically an EMS is a process improvement
21 framework. It integrates environmental management into
22 existing business management systems, from strategic
23 planning all the way through daily business operations.
24 So the idea is to make our commitment to environmental
25 management as serious as we are about financial management

1 and any other aspect of our business.

2 For Cal EPA BDOs that's not such a great leap
3 because that's our mission. For other organizations
4 that's been more of a leap. But what we are working
5 diligently on is formalizing some of the more informal
6 processes to make sure that we have consistent performance
7 and that we can set targets and achieve them, to stretch
8 beyond what we're currently doing.

9 So the EMS contains the elements necessary to
10 produce that consistent compliance as well as beyond
11 compliance performance, and it establishes an ongoing
12 continual improvement cycle to keep raising the bar and
13 meeting it over time.

14 --o0o--

15 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST
16 LAWVER: The Organizational structure that executes this
17 is the Agency Secretary and BDO exec management that
18 review and approve all the EMS design and implementation
19 elements. The steering committee is chaired by Board
20 member Mike Paparian. And they provide leadership for the
21 initiative, they guide the implementation teams, and they
22 communicate and coordinate within their respective BDOs.

23 The two implementation planning teams that have
24 been set loose will be recommending targets and action
25 plans to reduce environmental impacts. And those are

1 environmentally preferred procurement and energy -- both
2 conservation of energy and green energy.

3 --o0o--

4 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

5 LAWVER: The role of the Policy and Analysis Office is to
6 advise the executive steering committee and its chair on
7 the requirements of international voluntary standard on
8 EMS's Iso 14,001 and as well as the implementation
9 experienced in the brother organizations that we studied,
10 plus other contacts that we have.

11 We recommend environmental performance
12 improvement approaches and strategies to that steering
13 committee. We manage technical staff work and facilitate
14 decision making for that committee, for the subcommittees,
15 as well as the implementation teams. We communicate and
16 collaborate with related program management and other
17 state agencies, including SABRC, the Cal EPA White Energy
18 protocol, DGS's sustainability efforts, a host of related
19 efforts that apply to the Environmental Management System.
20 And we develop and manage updates for the internal
21 website.

22 --o0o--

23 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

24 LAWVER: The status of the initiative? As I said, the
25 Agency-wide policy has been drafted and communicated. The

1 steering committee's evaluated significant activities,
2 products, services with environmental impacts, and also
3 incorporated employee suggestions. The priority focus
4 areas were selected, as I said, procurement and energy.
5 They are directing performance updates continually for the
6 internal website, and considering additional areas of
7 focus. Currently they're looking at transportation.

8 --o0o--

9 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

10 LAWVER: The next steps that lie ahead are to review and
11 recommend the implementation plans and support
12 follow-through for both EPP as well as the energy team, to
13 review and monitor the measurement of environmental
14 performance improvements to come out of those efforts,
15 support follow-through there, to direct external
16 communication strategies when the time comes, to consider
17 options also for an internal audit and corrective and
18 preventative action system. That's what separates an
19 environmental management system from a collection of
20 programs. And that's what gives it its traction and its
21 proactivity.

22 And then also to consider options for external
23 validation. These can range anywhere from an official
24 third party certification effort to a less formal
25 invitation to industry and other public sector partners to

1 come take a look at our system and tell us what they
2 think.

3 And then also at the end of this continual
4 improvement recycle, to review and revise priorities and
5 objectives as needed.

6 --o0o--

7 SENIOR INTEGRATED WASTE MANAGEMENT SPECIALIST

8 LAWVER: I'll turn it over to Claudia for the universal
9 waste discussion.

10 INTEGRATED WASTE MANAGEMENT SPECIALIST MOORE:

11 Thank you. Good afternoon.

12 I'm just going to briefly go over a little bit of
13 the Policy Office activities with universal waste.

14 First I wanted to briefly give you a little
15 definition of what universal waste is.

16 Universal waste consists of specific items that
17 have been classified as hazardous waste that are typically
18 found in the solid waste stream, such as fluorescent
19 tubes, household batteries, and mercury thermostats.

20 --o0o--

21 INTEGRATED WASTE MANAGEMENT SPECIALIST MOORE:

22 The state universal waste regulations prohibit
23 these items to continue to be disposed of in the trash in
24 February 2006. And, therefore, what this means is that
25 they have to start being collected at household hazardous

1 waste facilities or events or handled by other handlers of
2 universal wastes.

3 --o0o--

4 INTEGRATED WASTE MANAGEMENT SPECIALIST MOORE:

5 Basically right now the primary burden for
6 funding the collection and processing of universal waste
7 for households unfortunately falls on local government.
8 So to resolve some of these issues and to address some of
9 the universal waste issues that are facing local
10 governments right now, a joint universal waste
11 infrastructure work group has been formed with DTSC.

12 This work group will also include assistance from
13 other Cal EPA BDOs such as the Air Board and the Water
14 Board when it's needed.

15 --o0o--

16 INTEGRATED WASTE MANAGEMENT SPECIALIST MOORE:

17 The Policy Office will participate in this joint
18 universal waste infrastructure work group with DTSC. And
19 what we will do is assist in establishing the goals and
20 objectives of the work group and develop a draft report on
21 the extent of the problems and come up with maybe
22 alternative solutions that we could try.

23 This would include holding public workshops and
24 seeing what stakeholders think of some of the alternatives
25 and what their input which could be into the alternatives.

1 Also to convene an expanded work group to include
2 not only these other stakeholders, but local agencies and
3 industry.

4 And then, finally, exploring alternatives for the
5 infrastructure and identify these in report and develop
6 the implementation steps. --

7 --o0o--

8 INTEGRATED WASTE MANAGEMENT SPECIALIST MOORE:

9 And I'll just send it back to our -- to Rubia to
10 discuss the 2001 strategic plan.

11 (Laughter.)

12 ASSISTANT DIRECTOR PACKARD: I think she couldn't
13 remember who I was for a moment. I'll have to talk to her
14 about that.

15 (Laughter.)

16 ASSISTANT DIRECTOR PACKARD: Lastly, One of the
17 major projects that we handle out of the Policy Office is
18 the strategic plan, originally the development of it, and
19 then the Board of course adopted it in 2000. And so since
20 then what we have been working on is coordinating a
21 process for updating the Board on implementation. And
22 that process right now has started.

23 We'll be presenting an item on Goals 1 and 7 in
24 front of the Board next week; and that's the resource
25 conservation goal and the zero waste goal. And then we'll

1 be presenting an item in February on Goal 2, which is
2 market development; and Goal 4, which is permitting and
3 enforcement. And then in March we'll be talking to you a
4 little bit about the public education goal, the internal
5 efficiencies goal, and the environmental justice goal. So
6 hopefully we'll be getting some dialogue with the Board
7 members and maybe a little direction on some additional
8 areas as far as implementation.

9 And then we also represent the Board in any of
10 the Cal EPA activities relative to strategic planning.

11 So that's about it for the major projects. And
12 we'd be happy to answer any questions if you have any.

13 CHAIRPERSON WASHINGTON: Thank you, Rubia and to
14 your staff for doing such a great job in presenting the
15 Policy Analysis Office. I tell you, the structure that
16 you guys have set forth in working across the board with
17 all of the different divisions and offices is great.

18 And I just happen to pay attention to the
19 household waste management piece there. It's very
20 interesting in figuring how local governments can -- right
21 now they do it with trash. You have green trash
22 barrels -- I'm sorry, not trash but grass. They use the
23 green barrel. So perhaps there's a way that local
24 governments can use it for the other things that you
25 talked about in there with the lamps and things like that.

1 So maybe that's a way of getting it into the system --

2 ASSISTANT DIRECTOR PACKARD: Yes, that will be
3 one of the options that we'll be talking about with the
4 group to see the best way to gather it and process it, et
5 cetera, transport it.

6 CHAIRPERSON WASHINGTON: Right, yeah. Excellent.

7 Board members?

8 Yes, sir.

9 COMMITTEE MEMBER PAPARIAN: Yeah, briefly.

10 First of all I wanted to express my appreciation
11 for the assistance I've been getting from Renee and the
12 office on the EMS project. It's really helped contribute
13 to the success of that project.

14 To the extent that we have what is essentially a
15 think tank in the Board --

16 ASSISTANT DIRECTOR PACKARD: We'd like to think
17 so.

18 (Laughter.)

19 COMMITTEE MEMBER PAPARIAN: And I don't want to
20 put you on the spot. And if you don't want to answer this
21 right away, that's fine.

22 ASSISTANT DIRECTOR PACKARD: Maybe I'll just make
23 Mark answer it instead.

24 COMMITTEE MEMBER PAPARIAN: But, you know, in
25 working on the strategic plan and working on all the other

1 efforts you're working on, what who you think are the one
2 or two most exciting new things, new directions we might
3 move in in the future? Do you have a sense of that, or is
4 that --

5 ASSISTANT DIRECTOR PACKARD: Well, personally I
6 do kind of feel like I'm on the spot here. But that's
7 okay.

8 I think that the agenda item that we're bringing
9 forward to you next week that talks about some of the zero
10 waste activities and the other things that we can do to
11 move toward a more sustainable society, whether it's, you
12 know, at a lower level or across the Board, I think that
13 to me is really exciting, because it takes us beyond just
14 diverting things out of the trash. It helps us look at
15 everything that we do in a more systematic way. And to me
16 that's what would be the most exciting thing to look at.

17 COMMITTEE MEMBER PAPARIAN: Good. And I think
18 you --

19 ASSISTANT DIRECTOR PACKARD: Is that the right
20 answer?

21 (Laughter.)

22 COMMITTEE MEMBER PAPARIAN: We get caught up in
23 the -- you know, the 57 agenda items and the day-to-day
24 stuff, and we don't step back to think about, well, what's
25 exciting and creative out there that, you know, could

1 stimulate us to move into some new directions.

2 CHAIRPERSON WASHINGTON: I believe some of the
3 greatest minds have come together in the way we have moved
4 with the super highway and across computers and with the
5 new cars that are coming out and things of that nature. I
6 see the same thing happening with recycling and waste. I
7 believe as we approach 2010, and we'll see a whole
8 different ball game in terms of how we dispose of trash
9 and how we do it efficiently and saving people's lives.
10 It's phenomenal what the mind can do. And there's some
11 great minds out there coming up with some great innovative
12 ways of doing that.

13 ASSISTANT DIRECTOR PACKARD: And hopefully
14 figuring out how not to create it to begin with.

15 CHAIRPERSON WASHINGTON: Create it, yeah. There
16 you go.

17 EXECUTIVE DIRECTOR LEARY: Chairman Washington,
18 if I might piggyback on Mike's thoughts, that it's really
19 true from an executive director's perspective that to have
20 the luxury of a Policy Office, particularly a Policy
21 Office that is strong, as well grounded as the four of
22 these ladies are for us really is a nice luxury for us.
23 Because, as you pointed out, we get wrapped up in the
24 preparation of agenda items and all the programs get
25 wrapped up in their specific issues; and it's nice to have

1 an office like theirs who can look across issues, look
2 across organizations. I mean much of what they touched on
3 in today's presentation is their interactions with DTSC
4 and Department of Conservation and the Water Board. And
5 that's -- not that the other programs don't. But here's a
6 group that does it as a matter of routine and then forms
7 these relationships and forms these contacts with other
8 organizations, which benefits us all, not only the Waste
9 Board but all of the Cal EPA and other state agencies
10 also.

11 So I'm really appreciative. In fact, if we
12 weren't in the midst of budget shortfalls and hiring
13 freezes and everything, one of my priorities or my
14 perspectives has always been to strengthen our Policy
15 Office, to increase its level of effort. But
16 unfortunately we're not in the circumstances that really
17 allows for that at this point.

18 But, anyway, I share your appreciation of that
19 function.

20 CHAIRPERSON WASHINGTON: All right. Thank you.

21 Thank you, Rubia. Thank you very much.

22 Madam Chair.

23 COMMITTEE MEMBER MOULTON-PATTERSON: I just had
24 one question. I think I read that there's a Bobbie Garcia
25 in the Assembly now. I just wanted to make sure that

1 wasn't you moonlighting.

2 (Laughter.)

3 CHAIRPERSON WASHINGTON: It is.

4 ASSISTANT DIRECTOR PACKARD: That's her other
5 job.

6 (Laughter.)

7 COMMITTEE MEMBER MOULTON-PATTERSON: Oh, okay.

8 CHAIRPERSON WASHINGTON: All right. Thank you.

9 Before we go to the CMS overview we're going to
10 take a 10-minute break for our court reporter.

11 So we'll take a break for 10 minutes.

12 (Thereupon a recess was taken.)

13 CHAIRPERSON WASHINGTON: All right. We'll call
14 the Committee back to order.

15 Now, we have the overview of the Contracts
16 Management System.

17 DEPUTY DIRECTOR JORDAN: Yes, thank you, Mr.
18 Chair. Terry Jordan again with the Administration and
19 Finance Division.

20 To my right -- to my right right is Susan Villa,
21 who is our Contracts and Business Services Manager. And
22 Jennifer Brousseau is in our Contracts Office. And I
23 would like to turn this item over to Jennifer to present
24 to you.

25 The CMS is basically what you'd think it would

1 be. It's a database, an electronic management system to
2 basically capture past history and the current and future
3 contracts that this Board lets. Therefore, giving us a
4 better way to monitor and track.

5 And with that I'll turn it over to Jennifer.

6 MS. BROUSSEAU: Thank you.

7 Well, good afternoon, Mr. Chairman and Committee
8 members. As T. J. mentioned, I'm here to go over with you
9 the CMS system that we use in contracts. We are really
10 excited to finally have this thing up and running. It's
11 provided us with so much more capabilities than we ever
12 had before. So I'm hoping to briefly run through for you
13 so you can get a picture of what we work with.

14 --o0o--

15 BOARD MEMBER WASHINGTON: All you guys say
16 briefly and take every bit of 20, 25 minutes.

17 (Laughter.)

18 MS. BROUSSEAU: Six minutes.

19 CHAIRPERSON WASHINGTON: Everybody comes up and
20 says briefly.

21 All right, go ahead. You can have it.

22 MS. BROUSSEAU: Six minutes, Mr. Washington.

23 CHAIRPERSON WASHINGTON: Go for it.

24 MS. BROUSSEAU: This project has been a two-year
25 collaboration between the Contracts staff and IMB staff.

1 And it was designed to meet the Board's needs for a user
2 friendly and versatile information system.

3 Over the past two years Contracts and IMB have
4 worked closely to ensure that this system meets both
5 current and future needs, as T. J. had mention, of the
6 Board as it relates to contracting.

7 --o0o--

8 MS. BROUSSEAU: Now, historically data gathering
9 and storage for us Contracts staff was really cumbersome.
10 Before the system was implemented staff used simple Excel
11 spreadsheets to organize and store our contract
12 information. Although the information was captured
13 accurately, staff's ability to use the contracting data to
14 generate reports was cumbersome due to do Excel's limited
15 capabilities. When a special report was needed, Contracts
16 staff most often found themselves hand extracting that
17 information from our contracts files. So this has saved
18 us quite a bit of time.

19 Our solution to these problems was the creation
20 of a diverse database with increased flexible
21 capabilities. The CMS's purpose is to store and organize
22 all of the Board's contracting data, providing staff with
23 an incredibly flexible system.

24 It allows us to improve our customer service
25 abilities by providing us RealTime information that can be

1 used for real business needs. CMS was created to meet the
2 needs of contracting staff as well as the needs of our
3 customers. The innovative system allows us to retrieve
4 contract information quickly and in a format that is
5 useful to improving the way that we do business.

6 And now I'd like to take a few minutes to look
7 over the basic functions of CMS with you.

8 --o0o--

9 MS. BROUSSEAU: The example contract that we'll
10 be using for purposes of this review is the current
11 Recycled Product Trade Show Contract, which we have with
12 the Association Resource Center.

13 --o0o--

14 MS. BROUSSEAU: Now, the arrows are going to
15 point you to the areas that I'm actually talking about.
16 And hopefully that'll be helpful for you.

17 This is the first data entry page of our CMS
18 system. And this tab is called "details." Notice that
19 the variety of information collected on this "details"
20 page is numerous.

21 --o0o--

22 MS. BROUSSEAU: With a quick glance this page
23 provides us with a snapshot of the most important aspects
24 of the contract: Including the term, seen here.

25 --o0o--

1 MS. BROUSSEAU: The contract amount.

2 --o0o--

3 MS. BROUSSEAU: Funding information.

4 --o0o--

5 MS. BROUSSEAU: As well as a whole host of other
6 items that are really important to us.

7 Now, just to point out a couple of areas that may
8 be of particular interest to you Committee members, notice
9 here that we capture for each contract how the funds were
10 actually allocated. For this particular contract, an
11 allocation of funding was made during the discretionary
12 consulting and professional services allocation process,
13 as it is identified.

14 --o0o--

15 MS. BROUSSEAU: Also in this area we capture all
16 relevant concept information when it's applicable to the
17 contracting services. And later we'll use this
18 information to generate reports that tell us which
19 approved contracts still need action in order to get a
20 contract in place for that particular service.

21 --o0o--

22 MS. BROUSSEAU: Additionally within this
23 "details" tab we capture the disabled veteran and small
24 business participation information pertaining to this
25 particular contract.

1 As you can see with this contractor, 100 percent
2 of these contracting dollars are going to a small
3 business. Now, this information captured here will be
4 used later to generate the Board's Small Business
5 Participation Report, which we're mandated to do every
6 year.

7 --o0o--

8 MS. BROUSSEAU: The next tab we have is the event
9 log. And this detail we capture all the dates associated
10 with the steps necessary to executing a contract or
11 complying with reporting requirements. This information
12 tracks both our internal as well as our external steps in
13 the contracting process, so that we can check a contract's
14 progress at a glance. If at any point we need to check
15 the status of a contract or a process, the contract
16 analyst can quickly reference this green and see exactly
17 where it is.

18 --o0o--

19 MS. BROUSSEAU: Now next we have the Contractor
20 Information page. This captures the information pertinent
21 to the contractor itself. And it allows us to later
22 search based on contractor information that we capture on
23 this particular screen here.

24 --o0o--

25 MS. BROUSSEAU: Now, the "advertisement" tab was

1 the most helpful of the CMS program to us contract
2 analysts in the unit, because this advertisement section
3 is actually a working interface between the CMS system and
4 the contracts page of the Board's website.

5 So Contracts staff used this page to manage the
6 advertisement of competitively bid contracts. We can
7 actually publish the advertisement and link competitive
8 documents from this very page here. Any information
9 entered on to this page can be immediately published for
10 public viewing.

11 And I'd like to show you -- give you a look at
12 this particular contract advertisement.

13 --o0o--

14 MS. BROUSSEAU: Now, this is what the Board --
15 what the public actually sees when they view advertised
16 processes on the Board's contracts website page. When
17 this process was active the user was able to view the
18 status of the project as well as download in RealTime the
19 entire competitive document and any addendums it may have
20 issued. This feature has proven most beneficial in the
21 reduction of paper waste in association with competitive
22 package mailouts, which is the way we used to do business.

23 CHAIRPERSON WASHINGTON: Jennifer, is the access
24 to this particular page here, is that on the home page --
25 that's not on the home page that comes up when you got

1 your computer on, correct, in the California Integrated
2 Waste Board? You have to get to this page at what level?
3 I mean how do you get to this particular page you're
4 showing now? Because it says, "contract homes, current
5 contract," and things like that.

6 MS. BROUSSEAU: Right. It is on our external
7 website. It's Viewable for the public. And it's through
8 the CIWMB website.

9 CHAIRPERSON WASHINGTON: Okay. So you go through
10 the CIWMB website and then you go and you look where it
11 says "contracts" and things of that nature?

12 CONTRACTS MANAGER VILLA: And on the screen
13 itself the address is right there on the screen,
14 WWW.CIWMB\CONTRACTS.

15 CHAIRPERSON WASHINGTON: Okay.

16 MS. BROUSSEAU: Additionally this feature allows
17 us to reach a greater number of potential contractors to
18 utilize the Internet to the best of our ability.

19 --o0o--

20 MS. BROUSSEAU: What we've seen so far is the
21 aspects of CMS which gather the Board's contracting
22 information. All that contracting information can be used
23 to generate specific reports based on our customer needs.

24 This snapshot here shows the ad hoc reporting
25 feature. As you can see, we're able to generate reports

1 based on information contained in any of the CMS
2 information fields that we just reviewed.

3 The ad hoc reporting feature's the most recent
4 improvement to the CMS package, and is currently still in
5 the testing phase. However, once testing is complete,
6 this reporting capability will be available to Board
7 staff.

8 --o0o--

9 MS. BROUSSEAU: Now, for purposes of the
10 contracted services that we've been talking about, which
11 again is the recycled product trade show, I'd like to show
12 you a quick example querying to find all contracts whose
13 title includes the term "trade" as we've identified here.

14 --o0o--

15 MS. BROUSSEAU: Now, this is the result of the
16 sample report query that we just looked at. Notice that
17 this report includes information on any contract which
18 pertains to the recycled product trade show, searching for
19 the term "trade". Some of these contracts are for
20 facilities use, while others are for actual facilitation
21 of the show.

22 This concludes my presentation. I hope I've
23 given you an understanding of what we work with. We're
24 really excited to have this program.

25 And I'd be happy to answer any questions you may

1 have.

2 CHAIRPERSON WASHINGTON: Any questions?

3 All right. Thank you. Thank you very much.

4 COMMITTEE MEMBER PAPARIAN: Our lack of questions
5 doesn't mean we're not very interested in this. And I
6 actually found it a very helpful presentation.

7 CHAIRPERSON WASHINGTON: Yeah, it was, a great
8 presentation. Thank you very much.

9 DEPUTY DIRECTOR JORDAN: That concludes the
10 meeting agenda for the Budget and Administration
11 Committee. And at this time if there aren't any questions
12 from the public or Committee members --

13 CHAIRPERSON WASHINGTON: Yeah, let me say -- and
14 I'm sorry I didn't do it at the beginning of the
15 meeting -- to announce for the public that we have comment
16 forms in the back that you could fill out. And we will
17 allow you to come up and speak. So I apologize for not
18 mentioning that before.

19 Any public comments?

20 Yeah, I ran them all off. All right.

21 EXECUTIVE DIRECTOR LEARY: No, they just don't
22 show up here, Mr. Washington.

23 (Thereupon the California Integrated Waste
24 Management Board, Budget and Administration
25 Committee meeting adjourned at 2:45 p.m.)

1 CERTIFICATE OF REPORTER

2 I, JAMES F. PETERS, a Certified Shorthand
3 Reporter of the State of California, and Registered
4 Professional Reporter, do hereby certify:

5 That I am a disinterested person herein; that the
6 foregoing California Integrated Waste Management Board,
7 Budget and Administration Committee meeting was reported
8 in shorthand by me, James F. Peters, a Certified Shorthand
9 Reporter of the State of California, and thereafter
10 transcribed into typewriting.

11 I further certify that I am not of counsel or
12 attorney for any of the parties to said meeting nor in any
13 way interested in the outcome of said meeting.

14 IN WITNESS WHEREOF, I have hereunto set my hand
15 this 23rd day of January, 2003.

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